

Volunteer Position Descriptions

Artist Key–Grip (Friday morning & Sunday evening)

Assist artists with the set up and removal of their display panels and artwork. Requires some heavy lifting.

Artist Assistant (Friday, Saturday & Sunday)

Duties include assistance with art sales, attending artist booths, and relieving artists for breaks.

Cashier (Friday evening, Saturday & Sunday)

Needed for the essential task of assisting guests and handling sales transactions. Must have basic knowledge of cash register and credit card machine (will train).

Children's Art Competition (prior to the event)

Help judge Children's Art Competition (for elementary and members of the science community).

Children's Art Competition (Saturday only)

Assist with refreshments, setup, and general support for contestants and their families during the event.

Reception & Auction Assistant (Friday evening only)

Assist with registration and auction. Must dress in evening attire. Dinner is not included for volunteer.

Greeters/ Information/ Membership Service (Saturday & Sunday)

Greet visitors as they enter the museum. Primarily responsible for promoting membership, answering questions, and providing information about the Wildlife Art Festival.

Raffle Ticket Promoter (Saturday & Sunday)

Sell raffle tickets for an opportunity to win Wildlife Art Festival prints.

Receipt Checker (Friday evening, Saturday & Sunday)

Check sales receipts and merchandise as customers exit galleries.

Runner (Friday, Saturday & Sunday)

Miscellaneous duties include troubleshooting, handling artist requests, and filling in when needed at any station. The Volunteer Coordinator relies heavily on this important position.

Set Up & Clean Up Crew (Friday evening & Saturday morning)

Assist with clean up after the "Evening with the Artists" and "Friends of the Flock" events.

Visitor Surveys (Saturday & Sunday)

Ask visitors to complete surveys and entries for free drawing to win Wildlife Art Festival prints.

Volunteer Check–In (Saturday & Sunday)

Help check–in Festival volunteers and distribute volunteer badges and T–shirts.

For more information, please contact:
Melissa Sanchez at (909) 307–2669 ext. 250
or email: msanchez@sbcm.sbcounty.gov

Volunteer Application

Name: _____

Address: _____

Day Phone: _____

Evening Phone: _____

Email: _____

- ☐ **Yes, I can volunteer two or more hours as indicated below:**

Please list your arrival & departure times

Friday, November 21

(____ am to ____ pm)

Saturday, November 22

(____ am to ____ pm)

Sunday, November 23

(____ am to ____ pm)

I would like to volunteer for the following position(s):

We will do our best to place you in the position you request.

My T-shirt size is:

____ Small ____ Medium ____ Large ____ XLarge

- ☐ **Yes! I will attend the Volunteer Orientation on Nov. 12 at 6 pm**